



Figure 205: Page Style dialog – Sheet tab

Make sure you have selected the correct sheet within the spreadsheet before setting the print options. Go to **Format > Page** on the Menu bar to open the Page Style dialog, then click on the **Sheet** tab (Figure 205) to set the printing options for a page style. The dialog indicates which page style you are about to change.

Tip

You can also open the Page Style dialog by going to the Styles deck of the Sidebar, right-clicking the relevant page style, and selecting **Modify** in the context menu. Another alternative is to double-click the name of the page style in the Status Bar.

- **Page Order** – defines the order in which data in a sheet is numbered and printed when it does not fit on one printed page. A preview of the page order is shown in the graphic on the top right of the dialog in Figure 205.
 - **Top to bottom, then right** – prints vertically from the left column to the bottom of the sheet.
 - **Left to right, then down** – prints horizontally from the top row of the sheet to the right column.
 - **First page number** – select this option if you want the first page to start with a number other than 1. Enter the number of the first page in the box.
- **Print** – defines which elements of the spreadsheet are to be printed.
 - **Column and row headers** – prints the column and row headers.